



Toledo Museum of Art Job Description

Job Title: Café Server/Bartender

Department: Café

Reports to: Café and Catering Manager

FLSA Status: Non Exempt

Employment Status: Part time or Contingent

Since our founding in 1901, the Toledo Museum of Art (TMA) has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings.

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year. We are closed on Mondays and major holidays.

SUMMARY

This is a multi dimensional food and beverage service opportunity working across all areas of the Café and Catering department including the Museum Cafés, Catering (private and public), and the Glass Pavilion Coffee Shop. Primary responsibility is to ensure that the food service operation enhances the quality of the Museum's visitor experience, provide efficient and friendly customer service, and consistently present a professional approach to overall food and beverage service operations.

KEY ACCOUNTABILITIES

The Server/Bartender performs the following essential duties. Other duties may be assigned as needs arise.

- With catering will assist with event set up and break down, including serving and removing all food and beverage service items.
- Assist kitchen staff with basic food preparation.
- As Café cashier will receive visitors and assist visitors with food and beverage orders
- Operations of the Glass Pavilion coffee bar, including opening, barista responsibilities and closing
- Updating front-of-the house stock.

RELATIONSHIPS

- Reports to the Café and Catering Supervisor, may take direction from Event Coordinator, Café and Catering Manager or Chef.
- Works closely with all other members of the culinary and events staff.

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES

- Requires basic knowledge of food preparation techniques and use of all related equipment
- Must be a responsible self starter, be able to follow instructions delivered in verbal or written form
- Knowledge of appropriate food service sanitation standards essential; clean and professional personal appearance
- Excellent interpersonal skills and ability to collaborate with other members of the staff



- Work well under pressure and deal with the multiple-tasking of a busy commercial kitchen while assuring that all details receive appropriate attention; must be able to handle immediate changes in plans due to customer demands and needs, availability of products and other unforeseen problems.
- Dedication to providing outstanding customer service
- Must be willing and able to work as needed – hours will include some evenings, weekends and holidays
- Must pass drug screen and background check

EDUCATION AND EXPERIENCE

- Requires high school diploma
- Minimum of two years food service experience, preferably in café or full service

WORK ENVIRONMENT

Standard commercial kitchen work environment with related heat generated by ovens and ranges and noise from equipment. Position requires the ability to visually monitor product, operate all commercial appliances, and communicate effectively with co-workers and supervisors. Regularly lifts and moves cases of produce and other foodstuffs and dishware which can weigh up to 50 lbs. Events are held across campus and may occasionally result in exposure to uncomfortable weather conditions.

The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.

Good for you. TMA